

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2001/08/07 : CIA-RDP83-01004R000200010001-1

4 NOV 1976

MEMORANDUM FOR: Chief, Positions Management & Compensation Division

FROM :

Chief, Review Staff, OP

SUBJECT : Revision of the HR [REDACTED] Series

STATINTL

1. The DD/A has tasked the Office of Personnel with reviewing and updating all of the HR [REDACTED] series of regulations during FY 77. To accomplish this objective we request that you review the regulations that pertain to your work (see attached list) and submit any proposed changes, deletions or additions, to the Review Staff by 17 December 1976.

2. Please review the regulations for substantive changes should new policies have evolved, and for editing changes as the content may not be complete or too unclear to be fully understood. Other considerations to be taken into account in your review are the references to the sex of employees in the text and the classification of the regulations. The classification should be downgraded or declassified as much as possible by a close scrutiny of the regulations content and by changing key words or phrases, e.g., Staff Agent may become staff personnel or staff employee.

[REDACTED]

3. Please forward your response through your Deputy Director for concurrence in any recommendations. Coordination of this review among the various Office of Personnel components and within the DDA will be accomplished by the Review Staff. In order for us to cope with the massive coordination effort involved in this project, please do not hold the regulations until all have been reviewed, but return them to us individually as they are completed prior to the deadline date.

STATINTL

Att.

N.B. When only simple changes in the regulations are recommended, such as name changes, an appropriate notation in the margin of a copy of the regulation is all that need be forwarded by your office. Review Staff is responsible for retyping the entire HR [REDACTED] series before submission to Regulations Control Branch.

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Next 2 Page(s) In Document Exempt

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(Copies to C/PMCD, C/PMCB and PSB Members)

6 January 1977

STATINTL

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Attached are several minor suggested revisions in HR [REDACTED]
[REDACTED] PSB did not make a detailed review of this reg
as it is concerned more with granting of such things as PSIs,
QSIs and Promotions, and unpaid compensation, disposition of
pay checks and appointments.

25X1A

HR [REDACTED]

SECRET

PERSONNEL

the lowest step of the higher grade which is two step increases above the rate which he would have been receiving were it not for salary retention, or at his retained rate, whichever is higher.

(5) CHANGES TO LOWER GRADE

- ↑
- (a) **For Other Than Unsatisfactory Job Performance.** An employee who is reduced to a lower grade for any reason other than unsatisfactory job performance will be paid at the highest step in the lower grade which does not exceed his existing rate of compensation, except that if his rate of compensation in the higher grade falls between two steps in the lower grade, the higher of the two steps may be used at the discretion of the Director of Personnel.
 - (b) **Salary Retention.** An employee who is reduced to a lower grade may be permitted to retain his existing rate of compensation for a period of two years at the discretion of the Director of Personnel, provided that (1) his reduction to the lower grade is not due to his own request, a personnel reduction resulting from a lack of funds or curtailment of work, or his unsatisfactory job performance; (2) his existing rate of compensation exceeds the maximum rate of the lower grade; and (3) he has had two years of continuous service in any grade or grades higher than the grade to which he is reduced. Upon termination of the two-year salary retention period, his salary will be adjusted to the maximum rate of the lower grade.
 - (c) **Unsatisfactory Job Performance.** An employee who is reduced to a lower grade as a result of unsatisfactory job performance will be paid at the step of the lower grade to which he would have progressed had he held the lower grade throughout the period of time that he held the higher grade, except that his rate of compensation at the lower grade will not exceed his rate of compensation at the grade from which he was reduced.
- L

b. **WAGE ADMINISTRATION.** Wage administration applies to those positions and employees whose rates of compensation are fixed and periodically adjusted in accordance with prevailing rates in the locality or industry concerned on the basis of wage surveys conducted by Government wage boards or similar administrative authorities.

- (1) **Agency wage administration for staff personnel** is based on wage plans and schedules in effect in other Government agencies. The plans and schedules adopted by the Agency are those of the ~~Army, Air Force, Navy, and Marine Corps~~ ~~Board and Lithographic Wage Board, the Government Printing Schedule, and the Graphic Arts Schedule.~~

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→ Revised: 17 March 1971 (605)

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[REDACTED] PSB did not make a detailed review of this reg
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the lowest step of the higher grade which is two step increases above the rate which he would have been receiving were it not for salary retention, or at his retained rate, whichever is higher.

(5) CHANGES TO LOWER GRADE

- (a) **For Other Than Unsatisfactory Job Performance.** An employee who is reduced to a lower grade for any reason other than unsatisfactory job performance will be paid at the highest step in the lower grade which does not exceed his existing rate of compensation, except that if his rate of compensation in the higher grade falls between two steps in the lower grade, the higher of the two steps may be used at the discretion of the Director of Personnel.
- (b) **Salary Retention.** An employee who is reduced to a lower grade may be permitted to retain his existing rate of compensation for a period of two years at the discretion of the Director of Personnel, provided that (1) his reduction to the lower grade is not due to his own request, a personnel reduction resulting from a lack of funds or curtailment of work, or his unsatisfactory job performance; (2) his existing rate of compensation exceeds the maximum rate of the lower grade; and (3) he has had two years of continuous service in any grade or grades higher than the grade to which he is reduced. Upon termination of the two-year salary retention period, his salary will be adjusted to the maximum rate of the lower grade.
- (c) **Unsatisfactory Job Performance.** An employee who is reduced to a lower grade as a result of unsatisfactory job performance will be paid at the step of the lower grade to which he would have progressed had he held the lower grade throughout the period of time that he held the higher grade, except that his rate of compensation at the lower grade will not exceed his rate of compensation at the grade from which he was reduced.

- b. WAGE ADMINISTRATION.** Wage administration applies to those positions and employees whose rates of compensation are fixed and periodically adjusted in accordance with prevailing rates in the locality or industry concerned on the basis of wage surveys conducted by Government wage boards or similar administrative authorities.

- (1) Agency wage administration for staff personnel is based on wage plans and schedules in effect in other Government agencies. The plans and schedules adopted by the Agency are those of the ~~Army Air Force Wage Board~~ ^{Federal Wage System} and Lithographic Wage Board, the Government Printing Schedule, and the Graphic Arts Schedule.

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Next 1 Page(s) In Document Exempt

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]		
2			
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Dick: OK -
Assume you want to delete
Section C in its entirety including
the lead paragraph - If so, we
should so indicate
corrected and sent
forward

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Approved

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[REDACTED]

These sections are correct as stated but an addition should be made as (c) and redesignate current ^(c)/~~to~~ to (d).

(c) SAVED PAY. Under certain specified and unusual circumstances an employee may be reduced in grade and ~~may~~ qualify for indefinite salary retention. Placement ~~is~~ in grade is like that described above. The employee receives one-half of later adjustments in pay appropriate to the grade to which reduced until the retained rate fits within the scheduled rates for the lower grade.

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[REDACTED] Wage Administration

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Second sentence in both - delete phrase "for staff personnel" in order to generally denote that non staff, such as [REDACTED] are also covered. This deletion will make the section fit with HR [REDACTED] as we~~r~~ are amending it, and should suffice for ~~gmi~~ [REDACTED] guidance.

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HR [REDACTED]

is

Only needed changes here/~~are~~ to delete Army-~~Navy~~ Air Force Wage Board and replace with Federal Wage System

Approved For Release 2001/08/07 : CIA-RDP83-01004R000200010001-1

STATINTL

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Strict interpretation of FPM would provide that reduction in grade at termination of salary retention would be to the step in grade for which the employee is eligible, not necessarily at the maximum for the lower grade. The Agency practice is based on long tradition, and does give the maximum benefit to the employee for situations which may not be of his own making. How technical should the Agency be moving in terms of direct, technical compliance with the FPM in such cases?

Same sections; para (c) for each

An employee reduced for cause is placed at the step level for which he has established eligibility. This is the rule which could be applied above, the difference being that in the prior case the employee would have had his 2 years SR, in the case for cause there is no SR consideration.

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STATINTL

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Only needed change here is reference to Federal Wage

System and Interdepartmental Lithographic Wage Board to replace
Army-Air Force Wage Board & Lithographic Wage Board.

The remainder of this section is probably adequate since
it is general and there are no conflicts with law, rule,
regulation or practices. It is possible if such references
are to be used elsewhere, to refer to FPM (especially 532)
as the basis for administrative determinations for employees
in wage and locality pay systems. Same for the following para (2)

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SUBJECT: (Optional)

Review of Agency Personnel Regulations

FROM: Chief, Review Staff, OP 626 C of C		EXTENSION [REDACTED]	NO. [REDACTED]	DATE 7 December 1976
TO: (Officer designation, room number, and building)		DATE RECEIVED FORWARDED		OFFICER'S INITIALS
1. @/PMCD		12/4		12/4
2.				
3.				
4. [REDACTED]				
5.				
6.				
7.				
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11.				
12.				
13.				
14.				
15.				

The redo of the regulations is a bore for all of us, and excessively time consuming, we grant. Our work would be eased somewhat, however, if in your reviews and revisions, the reference to sex could be edited out. We find there is partial editing in some, in others only the male is a matter of concern - necessitating another rewrite here.

Please ask your Division and Branch chiefs to make all Regs, Notices, Bulletins, etc. neuter. It's not always easy and we do want to avoid "his/her" or "he and she;" but try plural, extra nouns, employee, individual, passive voice, et al. We also find that "his document" can be "the document" or even "document" without losing the sense of the phrase.

Appreciate your help. STATINTL

[REDACTED]

FORM
3-62610 USE PREVIOUS
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